

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF BEHAVIORAL HEALTH**



## MHRS Bulletin

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### **CSA RESPONSE TO CFSA INITIAL REFERRALS :**

This bulletin clarifies the CSAs' response and participation in established processes for children and youth involved in DC Child and Family Services Agency (CFSA). This bulletin is established to facilitate the inclusion of CSAs CFSA's Review Evaluate and Direct (RED) team and Family Team Meeting (FTM) processes.

#### **Procedure:**

Department of Behavioral Health policy #340.11-152, Child and Youth Family Teaming provides the following description of teaming required when other agencies are involved with enrolled children and youth:

8. *CSA/CBI Teaming Elements. At a minimum, CSA/CBI teaming must include the following essential elements:*

8a. *Team Formation. Persons needed for planning are engaged and included in the teaming process.*

8b. *Team Functioning. Team members must communicate with each other based on the needs of the child and family to ensure service planning and delivery is coordinated. If there is a significant incident or event, team members may need to meet or convene a conference call with all essential parties.*

ξ *If another agency (e.g., DYRS, CFSA, or CSS) is not involved, the CSA/CBI provider will convene/facilitate/coordinate and document team meetings.*

ξ *If another agency (e.g., DYRS, CFSA, or CSS) is involved, the CSA/CBI provider will ask that agency to convene/facilitate/coordinate and document team meetings, and the CSA/CBI provider will attend and participate.*

The intent of this bulletin is to further clarify when a child has been recently removed from their home and involved with CFSA.

**Clarification 1:** DBH staff co-located at CFSA will determine if the child/youth is linked to a CSA and notify the assigned CSA of the child's recent CFSA involvement and date and time of the scheduled RED Team meeting process.

**Clarification 2:** If the child/youth is not linked to a CSA, the DBH staff co-located at CFSA will partner with CFSA to select the best "matched" CSA to meet the child/youth behavioral health needs based on clinical presentation, placement location, caregiver/family choice, and insurance.

**Required CSA Response for Enrollees:**

1. Upon receipt of notification from DBH co-located staff, CSA shall respond within one (1) hour with the assigned designee who will participate in the CFSA RED team or FTM processes at the scheduled location, date and time.
2. The assigned CSA designee shall participate in the CFSA RED team or FTM processes as scheduled.
3. Partner with CFSA and the child's parent/caregiver to initiate the necessary assessment and corresponding treatment.
4. ensure that there is ongoing mental health teaming process is in accordance with the level of the child/youth and family's need, which will guide the frequency of contact, the sharing of information, and most appropriate responses needed to integrate clinical intervention with supports and resourcing.

**Required CSA Response for New Consumers:**

1. Upon receipt of notification from DBH co-located staff, the "matched" CSA shall respond within one (1) hour with the assigned designee who will participate in the CFSA RED team or FTM processes at the scheduled location, date and time.
2. If the "matched" CSA does not respond within the one timeframe, the matching and selection process will rollover to another CSA.
3. The assigned CSA designee shall participate in the CFSA RED team or FTM processes as scheduled.
4. Partner with CFSA and the child's parent/caregiver to initiate the necessary assessment and corresponding treatment.
5. ensure that there is ongoing mental health teaming process is in accordance with the level of the child/youth and family's need, which will guide the frequency of contact, the sharing of information, and most appropriate responses needed to integrate clinical intervention with supports and resourcing.